

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

10-265A

**OPEN PERIOD:**

10/14/2010 – 11/13/2010

**JOB TITLE:**

Supply Systems Analyst

**PAY GRADE AND SERIES:**

GS-2003-09

**PAY RANGE:**

\$52,852 - \$68,702

**POSITION LOCATION:**

Port Hueneme, CA.

**UNIT:**146<sup>th</sup> AW**PDCN #: 80185P00****Security Clearance Required:**

Secret

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****AREA OF CONSIDERATION:** ALL SOURCES

Military grade of E-2 through E-7.

**Compatible Military Grade Assignment: AFSC 2S0XX.****Key Requirements:**

- A broad knowledge of operations and automated computer systems for managing supply systems is preferred.

**THIS IS A PERMANENT POSITION**

This position is located in the Operations Compliance Function, Logistics Readiness Squadron (LRS), Mission Support Group, ANG Aviation Wing. The purpose of this position is to plan, organize, and administer the operation of automated system in support of the LRS. A broad knowledge of operations and automated system is required to assist managers and specialist in managing programs. Serves as the primary point of contact to ensure the effective operation of computer hardware and software.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

**Supply Systems Analyst GS-2003-09:** Must have 24 months of specialized experience in troubleshooting computer systems and software analyzing and resolving operational problems through the application of Supply Mainframe Systems, Supply Micro and Mid-Tier Systems for inventory management, storage and distribution, and fuels management; experience applying downward and laterally directed technology enhancing supply computer support and managing analytical data; experience interfacing with technical system engineers, Standard Systems Group field support, Major Command, supply personnel, and on-base computer managers for support on hardware and software to report and correct discrepancies; experience receiving, evaluating, and processing requests for supply automated data processing (ADP) management products; experience reviewing and coordinating the forecast of ADP product runs for the supply activity; experience forwarding a variety of reports to higher headquarters; experience coordinating with the Defense Mega Center (DMC), applicable Regional Supply Squadron (RSS), Host Remote Processing Station (RPS), to resolve problems; experience in coordinating, interpreting and analyzing procedures and regulatory requirements relating to an automated supply system.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skills in troubleshooting computer systems and software analyzing and resolving operational problems.
2. Knowledge of Supply computer technology and technical systems.
3. Knowledge of ADP management products and reports.
4. Ability to resolve supply technical problems.
5. Knowledge of regulations governing computers and computer information.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Air National Guard and wear appropriate military uniform and comply with required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current résumé\*.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Résumé" or "Application" with your first and last name to the California National Guard – HRO Office via email at: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file if possible.
6. When emailing documents **PLEASE TRY TO LIMIT THE DOCUMENT TO 5 PAGES OR LESS**. Large files or documents will be rejected by the email server and will not be viewable for rating of qualifications by this office.

**CONTACT THE HRO STAFFING TEAM AT (916) 854-3350 IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT EMAIL WITHIN 2 BUSINESS DAYS**

**\*\*FOR HELP WITH WRITING A RESUME, PLEASE FOLLOW THIS LINK\*\***

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment **OR** current résumé\* (mandatory)
- **Air Force:** Copy of Records Review RIP within last 30 days;
- **Army:** Copy of Personnel Qualification Record within last 30 days
- Transcripts, if applicable

**OPTIONAL DOCUMENT (Application Packet):**

- SF 181, Ethnicity and Race Identification Form

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARD CERTIFICATES OR LETTERS OF APPRECIATION.**

**\*CREDITING EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION AND/OR RÉSUMÉ. THE LEVEL OF EXPERIENCE IS DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED. BE DESCRIPTIVE, A SIMPLE LIST OF JOB TITLES AND DATES WILL NOT SUFFICE.

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

**[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .**

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Résumés and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of Consideration. The rating you receive is based on your application and supporting documents you provide. Please follow all instructions carefully. **Applications and/or résumés without a current return email will not be considered.** Errors or insufficient information may affect your rating. See the HRO website for additional tips on how to apply and résumé requirements.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@NG.ARMY.MIL](mailto:NGCAHRJOBSTECH@NG.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**